

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 05-176

POSITION TITLE/NUMBER: HR Specialist (Military), 05-176, (PD Number 70540000)

GRADE/SALARY: GS-0201-09 \$41,772.00 - \$54,300.00 per annum

DUTY LOCATION: J1/VAPA, Fort Pickett, VA

OPENING DATE: 9 November 2005

CLOSING DATE: 8 December 2005 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Warrant Officers (NTE CW2) and Enlisted Personnel (E6 and Above)

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified Warrant Officer (NTE CW2) and Enlisted Personnel (E6 and Above) employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Warrant Officers (NTE CW2) and Enlisted Personnel (E6 and Above), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of appointment in the Virginia National Guard is required to be attached to the application if appointment occurred within 60 days prior to or during the advertisement period.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: W: MOS: 420A; E: MOS: 42A, 42F, 42L

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: COL Kimberly Dillon, (434) 298-6116

QUALIFICATION REQUIREMENTS

GENERAL: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

SPECIALIZED EXPERIENCE: Must have 24 months of experience which equipped the applicant with specialized experience to successfully perform the duties of the position, such as: providing technical expertise and guidance regarding military personnel matters for both officers and enlisted personnel; reviewing regulations and recommending actions; providing technical guidance in processing various personnel actions; determining methods and procedures of conducting military career guidance and counseling; providing resolutions to personnel problems; providing technical guidance and assigning and reviewing work to other employees.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs below. Explain any military and/or civilian experience which supports each KSA. The KSAs are NOT used for basic qualification. They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of military personnel programs.
2. Ability to provide technical guidance and direction to others related to personnel matters.
3. Knowledge of Army National Guard rules, regulations and procedures relating to military personnel and admin management.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a field directly related to the position. Applicants must submit transcripts, diplomas or other forms of completion certificate to provide verification of related courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70540000: Serves as an advisor to commanders on assigned unit human resources (HR) program. Responsible for and oversees the direction of the EPM or OPM program and functions as the technical expert. Responsible for and oversees the direction of

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the SIDPERS program and functions and the technical report. Responsible for and oversees the direction of the Personnel Services Section and functions as the technical expert. Accomplishes and oversees the accomplishment of technical support work in the program area assigned with the assistance of subordinate employees which may be Active Guard Reserve (AGR), full time Technician, or civilians.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vaguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...RELOCATION EXPENSES WILL NOT BE PAID...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-PLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.negard.com/jobs/Docs/statepoc.htm>.

05-176

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer